

LSF004 – LaGov Project Systems & Real Estate
REQUEST FOR SECURITY – FORM INSTRUCTIONS
Revised 07/14

This form is currently designed for use by agencies to establish, revise, and remove security related to a position.

Position Number: Position number to be assigned LaGov project systems and real estate security.

Position Business Area: Position belongs to this business area.

Name: Employee name.

Personnel Number: Personnel number assigned by HR department.

Business Area Access: List of agency numbers in which the user requires access.

Action: **Check appropriate action to be taken for position number listed on this form.**

Add: Add the selected security to the position. Any existing security on the position governed by this form will remain intact.

Remove: Removes all security governed by the form from the position. Do not select any job functions when choosing the **Remove** action.

Change: Change any existing security on the position governed by this form to match only the selected security on this form.

Temp Auth: Add temporary authorization for the selected security to this position. Use the start date and end date to establish the validity period for the temporary authorization.

Start Date: The beginning date for the permissions requested.

End Date: The ending date for the permissions requested. If not a temporary authorization request, then the end date should always be 12/31/9999.

Project System and Real Estate Job Functions:

PS-06 Project Creator	Responsible for: Creating all parts of the project structure (utilizing a template) for a construction project from conception to completion; Entering WBS Elements information which consists of data to effectively manage the project; Entering basic master data that is known at the time of project creation; Creating the Funded Programs. System releases project to make it available for use (Non-Financial release). Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only
PS-01 Financial Equip Usage Proc	Responsible for collecting all Bi-Weekly Equipment Usage Reports completed by DOTD field staff and entering the equipment usage data with reference to construction projects. Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only
PS-02 Financial Federal Aid Mgr – DOTD	Responsible for approving Federal Aid projects for authorization in FMIS and updating the Obligation/Appportionment table. Role owner must be approved

by DOTD Secretary and given “State Authorized Signature” authority in FMIS by FHWA.

Also incorporates:

FI-01 Financial Inquiry Only

LO-01 Logistics Inquiry Only

PS-07 Project Financing – DOTD	Responsible for selecting, entering, and processing data related to FMIS authorization and/or modification. Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only
PS-08 Project Plan – DOTD	Responsible for updating project data CJ20N and planning data housed in the HPP and STIP custom tabs. (This group will not have access to the Project Federal Funding custom tab.) This role will also be responsible for running specific HPP and STIP related reports. Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only
PS-03 Financial Periodic Proc	Responsible for creating and settling assets in accordance with GASB 34, including: Creating the Asset under Construction (AuC); Creating settlement rules for final assets; Overseeing the asset settlement process. Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only
PS-09 Project Processor	Responsible for creating and maintaining project data such as dates, changes, and project process tracking. Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only
PS-10 Project Scheduler	Responsible for updating the Letting Date milestone in CJ20N. Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only
PS-12 User Status Processor	Responsible for updating the project user status to Released and Closed. Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only
PS-13 Environmental Team – DOTD	A LaGov User in the DOTD Environmental Org Unit that has create/change permission with the TEAM application. Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only
PS-14 Suspend Fed Bill – Display – DOTD	Project Builder (CJ20N) Display User with change permission to suspend a project.
PS-15 Suspend Fed Bill – Update – DOTD	Project Builder (CJ20N) Update User with change permission to suspend a project.

RE-01 Bldg Master Data Processor	<p>Responsible for creating and maintaining Real Estate Master Data for buildings including: setting up the financial structure of the building (site, buildings, and available and rental spaces). This role replaces the functionality previously processed by ORM.</p> <p>Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only</p>
RE-06 Land Master Data Processor	<p>Responsible for creating and maintaining Real Estate Master Data for land including: setting up the financial structure of sites or control sections, associated land parcels, and available and occupied rental areas.</p> <p>Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only</p>
RE-02 Contract Activation	<p>Responsible for reviewing and activating financial Real Estate contracts.</p> <p>Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only</p>
RE-08 Rental Account Support	<p>Responsible for daily accounting matters related to rental revenue including: Create, process and print invoices, and process incoming payments.</p> <p>Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only</p>
RE-03 Contract Proc – DOTD & SLO	<p>Responsible for creating and updating real estate contracts for DOTD and SLO contract types only. In this role, the contract type will be “LA” on transaction RECN.</p> <p>Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only</p>
RE-05 Ins Master Data Processor	<p>Responsible for input and maintenance of the Real Estate Insurance Master Data for buildings which includes the following sections: Valuation, Occupancy Codes, GIS, Flood Data, and Other.</p> <p>Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only</p>
LO-07 Site Mgr PO Processor (plant 276 only)	<p>This role will be used by personnel to review errors of a PO brought in through the Site Manager interface and add accounting information to the PO. For ME22N, this role should only be authorized to change Purchase Req Document type SMGR.</p> <p>Also incorporates: LO-01 Logistics Inquiry Only</p>

Inquiry Only:

FI-01 Financial Inquiry Only	<p>Display and reporting on all Financial Modules. Generally, this role will be mapped to everyone that has another Financial role and to those who have responsibility for overseeing and monitoring financial activities.</p> <p>Also incorporates: LO-01 Logistics Inquiry Only</p>
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LO-01 Logistics Inquiry Only	Display of Inventory Management information, such as: List of Material Documents; List of Warehouse Stocks on hand; Display of Individual and Collective MRP List; Display of Reservations; Listing of stock in transit; Display of Planned Orders; Display of Purchase Orders; Display of inventory counts; Display of Material Forecast; Display role for auditing maintenance work processes, property control and fleet operations. Legislative auditors currently operate in this display only mode in Protégé for reporting and auditing of all State agencies movable property. Display of Warehouse information, such as: Transfer requirements; Inventory Count Documents; Bins; Storage Units.
PS-11 PS Restricted Display – DOTD	Display of sensitive PS cost data. Pre-bid construction estimates captured in PS Planning cannot be released. Also incorporates: FI-01 Financial Inquiry Only LO-01 Logistics Inquiry Only

Urgent This box should only be selected when a processing deadline would not otherwise be met.

The agency Security Administrator or Alternate must print the form and obtain the required signatures before submitting the form. The agency Security Administrator and Alternate are responsible for retaining a signed copy of each form submitted for audit purposes.